

# ENVIRONMENTAL ASSESSMENT PROGRAM PROCEDURE

## CHAPTER 1: *Executive Policy and Procedure*

### EAP PROCEDURE 1-04

Resource Contact: QA Coordinator, QA Officer

Effective: May 1, 2000

Reference: Agency POL 1-21  
Ecology Pub. No. 01-03-003

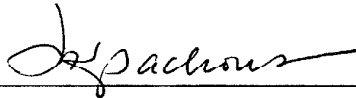
#### **Preparation, Review, and Approval of Quality Assurance Project Plans**

Purpose: Quality Assurance Project Plans (QAPPs) prepared by Environmental Assessment Program (EAP) staff receive approval by all signatories prior to field sampling.

1. The project lead writes a draft QAPP, using Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, Ecology Pub. No. 01-03-003.
2. The project lead provides a hard copy of the draft QAPP to his/her supervisor at least six weeks prior to field sampling. The supervisor may also choose to have a technical specialist review. Allow two weeks for review.
3. Comments of the supervisor and technical specialist are incorporated into the draft QAPP.
4. The project lead distributes the draft QAPP for review at least three weeks prior to field sampling. The draft plan is sent via E-mail to everyone on the signature page. The client should also be sent a hard copy of the plan. Hard copies of maps or other graphics associated with the plan that cannot be sent by E-mail are sent to all reviewers who request them.
5. Reviewers provide comments on the draft QAPP to the project lead by E-mail within two weeks.
6. The project lead makes recommended changes to the QAPP and/or responds to the reviewers' comments. Substantive comments that cannot be resolved between the reviewer and project lead/supervisor are elevated to the lead's section manager for discussion and decision.

7. The project lead routes hard copies of the QAPP signature page to each signatory as soon as possible, before sampling begins. Each signatory signs his/her copy and returns it to the project lead. Signatories are provided a copy of the final revised plan for review prior to signing the cover page.
8. After all completed signature pages are returned, the project lead distributes a hard copy of the signed QAPP to all project participants and clients, as well as to the EAP unit supervisor and section manager.
9. Watershed Ecology Section secretary files a hard copy in the EAP Library, and adds it to the QAPP database. The QA Officer verifies that the files and database are complete.

Approved: \_\_\_\_\_



July 10, 2000

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Date